
Civilian Clothing Monetary Allowance

Introduction:

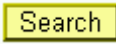

This section provides the procedures for starting, changing, and stopping Civilian Clothing Allowance. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

Procedure:

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Civilian Clothing Allowance.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div><p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p></div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application titled "Entitlements". At the top right, there is a "View All" link and a pagination control showing "1-2 of 2". Below the title bar, there is a table with two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom of the screen, there are several buttons: "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". Below the buttons, there is a navigation bar with the same links as above: [Employee Entitlement Summary](#) | [Employee Entitlement Detail](#).

Select [View All](#) in the title bar.

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Select the [Include History](#) button located at the bottom right-hand portion of the screen so that all payments of Civilian Clothing Allowance will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History](#) button.


Note: The current selection will have a white background.

- You may use the [Update/Display](#) button to start Civilian Clothing Allowance; however, we recommend using the "Include History" mode so all payments will display.
- Use the [Include History](#) button to view all payments of Civilian Clothing Allowance. Only new entitlements can be entered in this mode.
- Use the [Correct History](#) button to update or delete entries of Civilian Clothing Allowance. A listing of all payments will be displayed.


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If a Civilian Clothing Allowance row exists in the Summary Panel...

Click the  button adjacent to Civilian Clothing Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a Civilian Clothing Allowance row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "CM3" in the look-up box   or use the magnifying glass to search for and select the Civilian Clothing Allowance earning code.

Then click the  button adjacent to Civilian Clothing Allowance to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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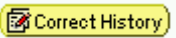
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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

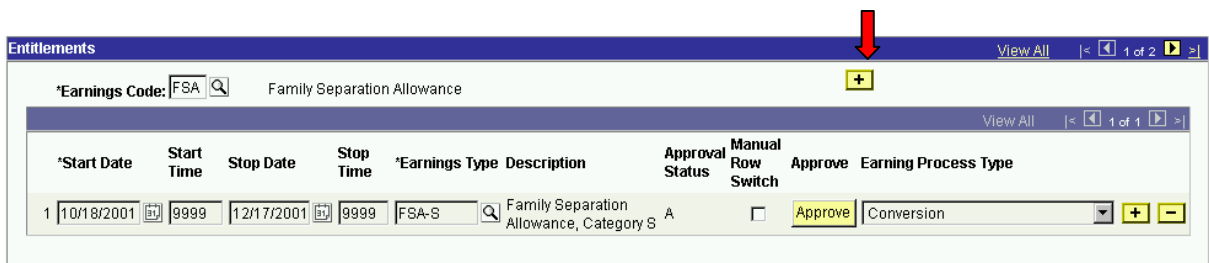
Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all entries of Civilian Clothing Allowance will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

Select View All from the displayed title bar to list all entitlements.

Scroll up to find the “CM3” Earnings Code. If Civilian Clothing Allowance isn’t listed (after clicking View All), click the  button from any entitlement as shown below.



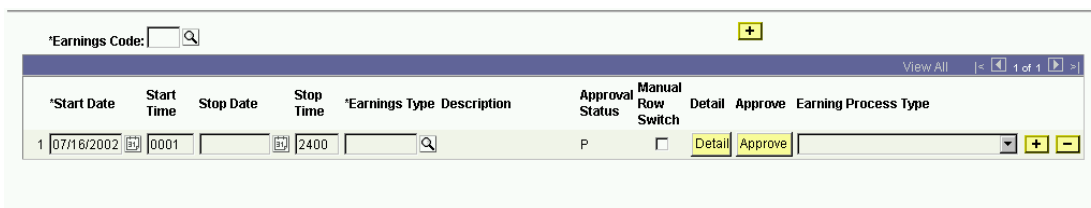
Entitlements

*Earnings Code: FSA Family Separation Allowance

View All | < 1 of 2 >

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion


The following screen appears below the previous entitlement...



*Earnings Code:

View All | < 1 of 1 >

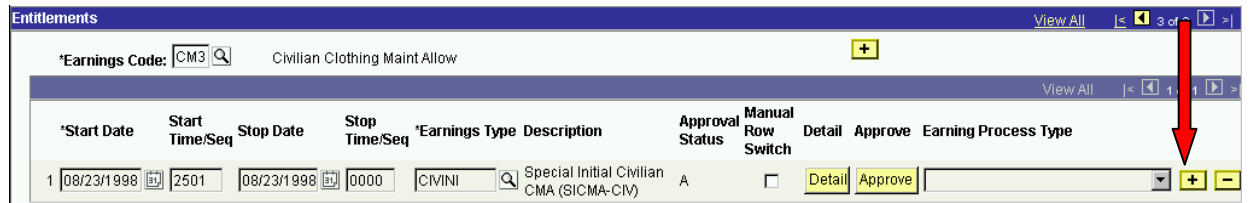
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/16/2002	0001		2400			P	<input type="checkbox"/>	Detail	Approve	

Type “CM3” in the Earnings Code field or use the magnifying glass  to search and select the Civilian Clothing Allowance Earnings Code.

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Starting Civilian Clothing Allowance (See Steps 8-10 for other options)

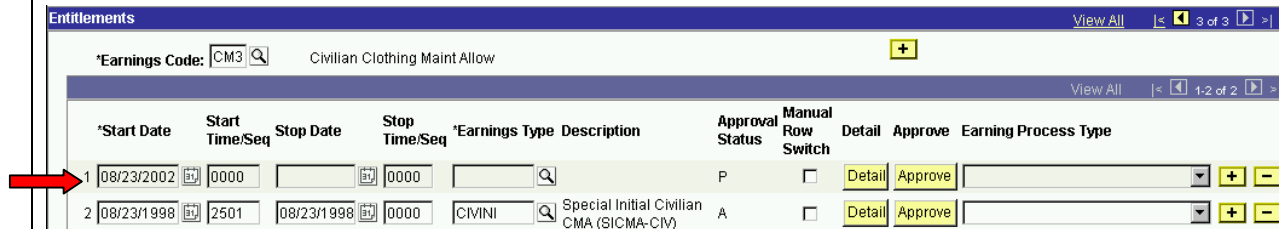
In the  mode, click the  button shown below.



The screenshot shows the 'Entitlements' screen with the 'Earnings Code' set to 'CM3' and 'Civilian Clothing Maint Allow'. A red arrow points to the '+' button in the top right corner of the table header.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
08/23/1998	2501	08/23/1998	0000	CIVINI	Special Initial Civilian CMA (SICMA-CIV)	A	<input type="checkbox"/>	Detail	Approve	




The following entry line appears...



The screenshot shows the 'Entitlements' screen with two entry lines. A red arrow points to the first entry line, which has been added.



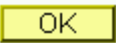
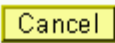
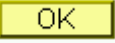


*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
08/23/2002	0000		0000			P	<input type="checkbox"/>	Detail	Approve	
08/23/1998	2501	08/23/1998	0000	CIVINI	Special Initial Civilian CMA (SICMA-CIV)	A	<input type="checkbox"/>	Detail	Approve	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the date the allowance is authorized. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Enter the last day of entitlement or leave blank to pay continuous Civilian Clothing Allowance. Use the calendar button  to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

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Step 7 (Cont'd)

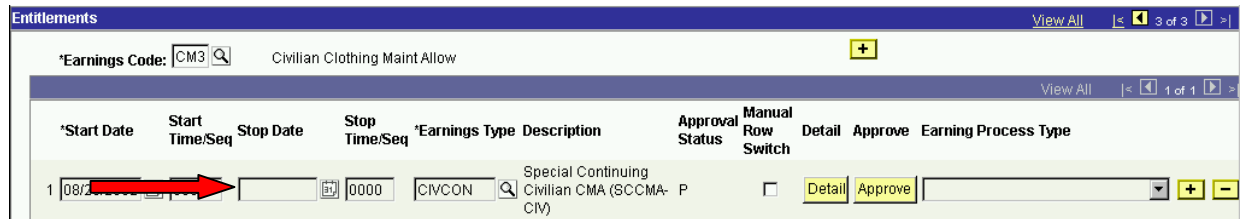
Field	Action
	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="511 394 1144 697"><p>Supporting Data</p><p>1080807 CM3 08/23/2002 CIVCON</p><p>Dollar Amount: <input type="text" value="0.00"/></p><p> </p></div> <p>Enter the Dollar Amount of Civilian Clothing Allowance.</p> <p>Click the  button when finished.</p>
	Not Used. Payment of Civilian Clothing Allowance does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.

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
Stopping Civilian Clothing Allowance

In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' screen. At the top, there's a search bar with 'Earnings Code: CM3' and a magnifying glass icon. Below it, the title 'Civilian Clothing Maint Allow' is visible. The main table has columns: 'Start Date', 'Start Time/Seq', 'Stop Date', 'Stop Time/Seq', 'Earnings Type', 'Description', 'Approval Status', 'Manual Row Switch', 'Detail', 'Approve', and 'Earning Process Type'. The first row (index 1) shows a start date of 08/20/2020, a stop date field that is blank, and an earnings type of CIVCON. A red arrow points to the blank stop date field. The description is 'Special Continuing Civilian CMA (SCCMA- P CIV)'. At the bottom right, there are buttons for 'Detail' and 'Approve'.



Enter the following information...


Field	Action
Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	Not Used – Payment of Civilian Clothing Allowance does not require audit and approval.
	Click this button (located at the bottom left of the screen) to approve the entry.

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Correcting Civilian Clothing Allowance

In the  mode, [find](#) the Civilian Clothing Allowance row to correct.

[Click & Drag](#) over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

[Click](#) the  button located at the bottom left of the screen.





To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new Civilian Clothing Allowance entitlement (Step 7).

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Deleting Civilian Clothing Allowance

In  mode, find the Civilian Clothing Allowance row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total Civilian Clothing Allowance entitlement will be recouped when using this feature.

End